



USAID | NEPAL

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Vacancy Announcement

(Announcement Number: 10-04)

USAID/Nepal invites applications for employment for the position of AID Development Program Assistant at the Health and Family Planning (HFP) Office, under a Personal Services Contract (PSC), subject to availability of funds.

OPEN TO: All interested and qualified Nepali Citizens

POSITION: AID Development Program Assistant - FSN PSC– 9 (**Note:** Selected candidate may be hired at a lower trainee grade based on qualifications and experience)

OPENING DATE: March 24, 2010

CLOSING DATE: April 7, 2010

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION:

The AID Development Program Assistant is a mid-level professional in the USAID/Nepal Health and Family Planning (HFP) Office. The incumbent provides technical programmatic and administrative support and oversees activities under the Family Planning/Reproductive Health portfolio. The incumbent participates as a USAID/Nepal representative in various program-related meetings, workshop and seminars including district-level Government of Nepal Ministry of Health and Population, and donor and implementing partner technical and program planning meetings.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below:

1. Completion of Bachelor's Degree in general study is required.
2. At least three years of progressively responsible/mid-level experience in the field of public health is required.
3. Level IV (Fluent) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Nepali is required.

4. Working knowledge of technical and programmatic Family Planning/Reproductive Health issues in Nepal and the approaches to address them is required. Basic knowledge of evaluation methods, both quantitative and qualitative is required.
5. The ability to establish and maintain effective working relationships with USAID, USAID implementing partners, central and district level Government of Nepal and non-governmental organization counterparts is required. The ability to communicate effectively both orally and in writing in English is required. Excellent interpersonal skills and an ability to work in a team environment are required. The willingness to travel extensively for field visits is required.
6. The ability to use various computer applications is required.

A detailed job description may be picked up at the USAID Human Resources Office during office hours. Interested applicants should submit along with a cover letter a completed form OF-612 and/or a C.V. not to exceed 3 pages and any other documentation (e.g., certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Please send your application to the attention of USAID/Nepal, Human Resources Office, U.S Embassy Maharajgunj, P.O. Box. 295. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Disadvantaged castes, under-represented ethnic groups, and women are especially encouraged to apply